



BIR Form No.

**2316**

January 2018 (ENCS)

# Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<p>1 For the Year (YYYY) <b>2 0 2 2</b></p> <p><b>Part I - Employee Information</b></p> <p>3 TIN <b>9 1 3 - 3 1 8 - 5 9 2 - 0 0 0 0</b></p> <p>4 Employee's Name (<i>Last Name, First Name, Middle Name</i>) <b>MANIGBAS, JOHNETTE AREVALO</b></p> <p>5 RDO Code <b>1 2 6</b></p> <p>6 Registered Address Block 5 Lot 16 Unit A Mars St. Estrella Homes 2, 169, Caloocan City, 1612</p> <p>6B Local Home Address</p> <p>6C ZIP Code</p> <p>6D Foreign Address</p> <p>7 Date of Birth (MM/DD/YYYY) <b>1 0 0 4 1 9 7 3</b></p> <p>8 Contact Number</p> <p>9 Statutory Minimum Wage rate per day</p> <p>10 Statutory Minimum Wage rate per month</p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p>	<p>2 For the Period From (MM/DD) <b>0 1 0 1</b> To (MM/DD) <b>1 2 3 1</b></p> <p><b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b></p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME <span style="float: right;">Amount</span></p> <p>27 Basic Salary (including the exempt P250,000 below) or the Statutory Minimum Wage of the MWE</p> <p>28 Holiday Pay (MWE)</p> <p>29 Overtime Pay (MWE)</p> <p>30 Night Shift Differential (MWE)</p> <p>31 Hazard Pay (MWE)</p> <p>32 13th Month Pay and Other Benefits (maximum of P90,000) <b>46,057.12</b></p> <p>33 De Minimis Benefits <b>30,654.44</b></p> <p>34 SSS, GSIS, PHIC &amp; PAG-IBIG Contributions and Union Dues (<i>Employee share only</i>) <b>20,701.51</b></p> <p>35 Salaries and Other Forms of Compensation <b>17,862.19</b></p> <p>36 Total Non-Taxable/Exempt Compensation Income (<i>Sum of Items 27 to 35</i>) <b>115,275.26</b></p> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <p>37 Basic Salary <b>368,999.48</b></p> <p>38 Representation</p> <p>39 Transportation</p> <p>40 Cost of Living Allowance (COLA)</p> <p>41 Fixed Housing Allowance</p> <p>42 Others (specify)</p> <p>42A <span style="float: right;">[ ]</span></p> <p>42B <span style="float: right;">[ ]</span></p> <p><b>SUPPLEMENTARY</b></p> <p>43 Commission</p> <p>44 Profit Sharing</p> <p>45 Fees Including Director's Fees</p> <p>46 Taxable 13th Month Benefits <b>0.00</b></p> <p>47 Hazard Pay</p> <p>48 Overtime Pay</p> <p>49 Others (specify)</p> <p>49A <b>OTHER TAXABLE INCOME</b> <span style="float: right;">29,770.23</span></p> <p>49B <span style="float: right;">[ ]</span></p> <p>50 Total Taxable Compensation Income (<i>Sum of Items 37 to 49b</i>) <b>398,769.71</b></p>
<p>I/we declare, under the penalties of perjury that this certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.</p>	
<p>51 <u>EDENREY RAMOS</u> <i>[Signature]</i> Present Employer/Authorized Agent Signature over Printed Name</p> <p>CONFORME: 52 <u>MANIGBAS, JOHNETTE AREVALO</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. <span style="border: 1px solid black; padding: 2px;"> </span> Place of Issue <span style="border: 1px solid black; padding: 2px;"> </span></p> <p style="text-align: center;"><b>To be accomplished under substituted filing</b></p> <p>53 I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue. <u>EDENREY RAMOS</u> <i>[Signature]</i> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p> <p>54 I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended. <u>MANIGBAS, JOHNETTE AREVALO</u> Employee Signature over Printed Name</p>	